

# STATE OF VERMONT ONLINE APPLICATION

## Applicant Guide

Visit our Website: [www.careers.vermont.gov](http://www.careers.vermont.gov)

### Part 1: Create Username and Password

1. Click *Register Here*.

2. Create a unique username and password. Read the Terms & Agreements and click *I Agree*. Be sure to remember your username and password – you will need them in the future!



## **Part 2: Apply for a Position**

1. Click on any Job Title to view the full posting.
  - *While our system allows you to apply for multiple jobs at the same time, we recommend only applying for one job at a time. This will allow you to attach different resumes or cover letters to each application.*
2. On the Job Description page, click *Apply Now*.
  - The Job Description page contains information about the job, including pay, location, minimum qualifications, and deadlines. You also have the option of e-mailing the posting to a friend and/or saving the job so you can easily find it at a later time.
  - If you decide not to apply to the position, simply click *Return to Previous Page* to return to your search results.

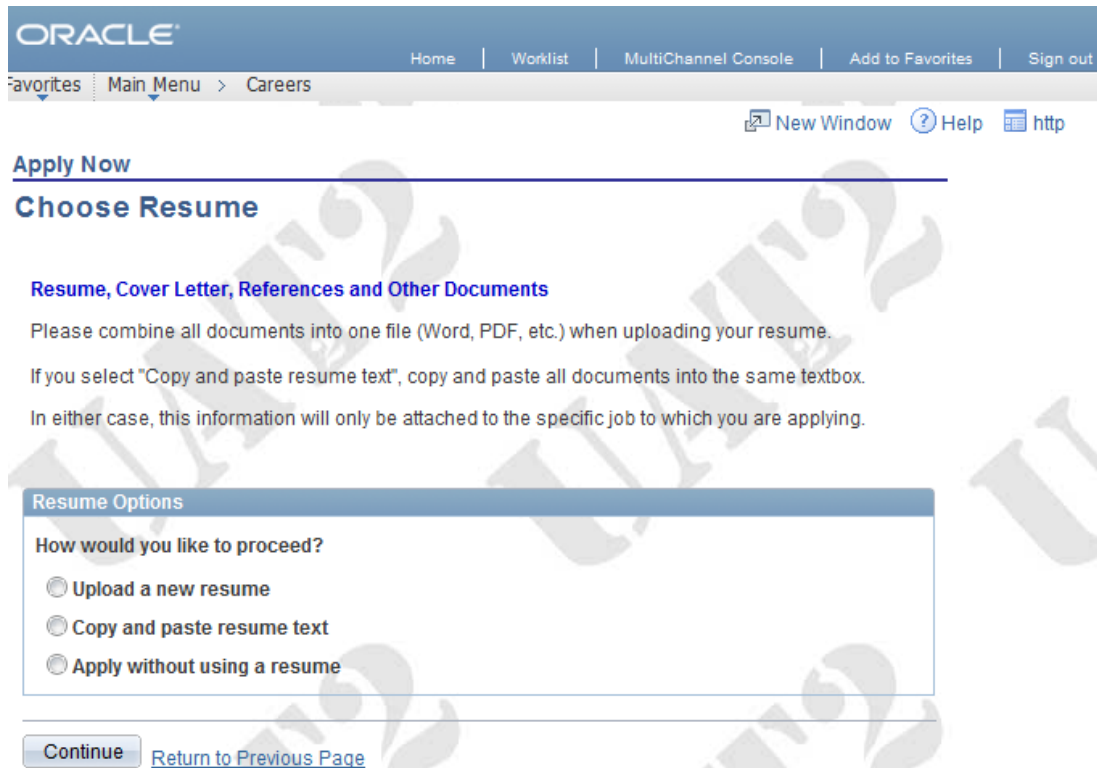
The screenshot shows the Oracle job portal interface. At the top is the Oracle logo and a navigation bar with links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites > Main Menu > Careers. On the right side of the header, there are links for Help and http. The main content area is titled 'Job Description' and displays the following details:

Job Title:	Benefits Programs Specialist		
Job ID:	612785		
Location:	Burlington		
Full/Part Time:			
Regular/Temporary:		Regular Shift:	
Posting Date:	12/03/2012	Hourly Rate:	17.800000
Position Number:		Pay Grade:	20
Department:	The State of Vermont	Application Deadline:	

At the bottom of the job details, there are three buttons: 'Email to Friend', 'Save Job', and 'Apply Now' (which is highlighted with a yellow box). To the right of these buttons is a link: [Return to Previous Page](#).

## Choose a Resume

There are two different ways to include a resume and/or cover letter with your job application.



The screenshot shows the Oracle Career Portal interface. At the top is the Oracle logo and a navigation bar with links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Careers. On the right side of the header, there are links for New Window, Help, and http. The main content area is titled 'Apply Now' and 'Choose Resume'. Under 'Choose Resume', there is a section titled 'Resume, Cover Letter, References and Other Documents' with instructions: 'Please combine all documents into one file (Word, PDF, etc.) when uploading your resume. If you select "Copy and paste resume text", copy and paste all documents into the same textbox. In either case, this information will only be attached to the specific job to which you are applying.' Below the instructions is a 'Resume Options' dialog box with the question 'How would you like to proceed?' and three radio button options: 'Upload a new resume', 'Copy and paste resume text', and 'Apply without using a resume'. At the bottom of the dialog box are two buttons: 'Continue' and 'Return to Previous Page'.

### Option 1: Upload a new resume

- Click *Upload a new resume*
- Click *Continue*. A dialogue box will appear. Click *Browse*. Find the file on your computer, select and open the file, and click *Upload*.

**Important: You can only upload ONE FILE at this point. We recommend users combine all documents into one file (Word, PDF, etc.) when uploading.**

### Option 2: Copy and paste resume text

- Click *Copy and paste resume text*
- Use the editor to build your resume. When finished, click *Continue*.

## **My Profile**

The first time you create a State of Vermont application, you must complete the My Profile page. This information will be stored on your record. This page will not appear on future applications. You can update your My Profile information from the Career Home page.

ORACLE®

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Careers

New Window ? Help http

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

### My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated for all jobs you have applied to in the past.

[Return to Previous Page](#)

#### Member Information

User Name: pepperpotts

Password: [Change Password](#)

Preferred Method of Contact: Not Specified

#### Name

Name Format: English

Name Prefix:

\*First Name:

Middle Name:

\*Last Name:

Name Suffix:

#### Email Addresses

\*Primary Email Type: Select...

\*Email Address: [Remove Email](#)

+ [Add Another Email Address](#)

#### Phone

Primary Phone Type: Select...

Phone Number: Extension: [Remove Phone](#)

+ [Add Another Phone Number](#)

[Return to Previous Page](#)

**Note:** A valid e-mail address is **REQUIRED!** E-mail is the primary means of communication during our application process. Without a valid e-mail address, you will not receive important information about your application status.

## Pre-Application Questionnaire

Before applying for a position with the State of Vermont, you may be required to complete a Pre-application Questionnaire. These questions are **REQUIRED** and are used to determine whether you are qualified to apply for the position. The Pre-application Questionnaire will be assessed and the results will appear immediately. If your answers indicate you are not eligible to submit an application, you will not be permitted to continue the application process.

## Complete Application: Important Information

The State of Vermont Online Application has multiple sections. The section highlighted in the image below will help you navigate the online application. It is *critical* that you complete all sections of the application before clicking Submit. Click the **Next** button to move to the next section of the application. You can save your progress at any time by clicking the **Save** button. If you fail to complete the entire application and answer all questions on the Questionnaire page, your application may be considered incomplete and may be disqualified from further consideration. Do not click the Submit button until you have completed all sections of the online application.

### Apply Now

#### Complete Application

Jobs you applied for		
Posting Title		Remove
PH Microbiologist III		

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Cover\_Letter\_and\_Resume.docx

[Use a Different Resume](#)

You can save your progress at any time by clicking the Save button.

Peter Parker  
120 Main Street  
Apt.1  
Burlington, VT 05401  
[Edit Profile](#)

Click the Next button to move to the next section of the application.

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

1

2

3

4

5

Education & Work Experience

Additional Info.

Questionnaire

References

Referral Information

## Complete Application: Education and Experience

1. Indicate your highest level of education from the dropdown menu.

**ORACLE**

[Favorites](#) [Main Menu](#) > [Careers](#)

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**Apply Now**

**Complete Application**

Jobs you applied for

Posting Title	Remove
<a href="#">Benefits Programs Specialist</a>	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Pepper's Resume

[Use a Different Resume](#)

Pepper Potts  
123 Main Street  
Burlington, VT 05401  
[Edit Profile](#)

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

**Education & Work Experience** [Additional Info.](#) [Questionnaire](#) [References](#) [Referral Information](#)

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level: A-Not Indicated

Enter your employment history in this section. Complete this section even if you are submitting a resume.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

To add Degrees to your application, select the Add Degrees hyperlink below.

Degrees

You have not added any Degrees to your application

[+ Add Degrees](#)




[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

#### Add New Application



#### Add Employment History

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

**Enter Employment Details**

\*Start Date:    
End Date:    
\*Employer:   
\*Ending Job Title:   
Telephone:   
Supervisor Name/  
Job Duties/  
Reason for  
Leaving:  

**Address**

Country:  United States   
Address 1:   
Address 2:   
Address 3:   
City:   
State:    
Postal:   
County:









[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

#### 2. Click *Add Work Experience*.

- Fill in all fields with relevant information about your current/previous employment.
- To add more jobs, click *Save & Add More*.
- When done, click *Save & Return*.

#### Add Degrees

**Details**

\*Degree:    
\*Date Acquired:  12/31/2012   
Major Code:    
Country:  USA  United States  
State:    
School Code:    
School Description:   
☐ Minority Institution  
Major Description:   
Minor Code:    
Minor Description:   
Average Grade:   
 US Federal  
GPA:   
☐ Graduated

[OK](#) [Cancel](#) [Apply and Add Another](#)

#### 3. Click *Add Degrees*.

- Fill in all fields with specific information about your education.

Note: For Degree, Major, State, and School Code, you will need to click on the magnifying glass symbol and select your response.

- To add more jobs, click *Apply & Add More*.
- When done, click *OK*.

4) When you are done adding information to the Education & Experience section, click **Next**.



### **Complete Application: Additional Info.**

- 1) If you would like to indicate Veterans' Preference Status, read the top section of this page and select/enter the appropriate information in the highlighted fields. If you are NOT indicating Veterans' Preference, skip this section and scroll down the page.

Navigation: Previous Submit Save Cancel Careers Home Next Print Application Details

Education & Work Experience Additional Info. Questionnaire References Referral Information

**Preferences**

If you wish to claim Veterans' Preference, please read the questions below to determine the answer that best fits your situation. Make the appropriate selection in the Veterans' Preference drop down box.

**VETERAN**  
Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions?

**VETERAN/DISABILITY**  
Have you served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions AND have a service-connected disability of 10% or more?

**SPOUSE/DISABLED VETERAN**  
Are you a spouse of a totally disabled veteran with a service-connected disability? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).

**UNMARRIED WIDOW/WIDOWER OF VETERAN**  
Are you an unmarried widow or widower of a veteran? (Note: the veteran must have served on active duty in the United States Armed Forces for at least 90 days and been discharged under Honorable or other acceptable conditions).

**Veterans Preference:** None

**Uniformed Service:**

**Military Service Start Date:**  **End Date:**

- 2) To indicate job training or courses you have completed, click *Add Job Training*.
- 3) To indicate professional licenses or certifications, click *Add Licenses & Certifications*.
- 4) To indicate language skills, click *Add Language Skills*.

If you have any relevant training courses you want us to know about, enter them in this section.

**Job Training**

You have not added any training information to your application.

**+ Add Job Training**

To add Licenses & Certifications to your application, select the Add Licenses & Certifications hyperlink below.

**Licenses & Certifications**

You have not added any Licenses & Certifications to your application.

**+ Add Licenses & Certifications**

To add Language Skills to your application, select the Add Language Skills hyperlink below.

**Language Skills**

You have not added any Language Skills to your application.

**+ Add Language Skills**

Navigation: Previous Submit Save Cancel Careers Home Next Print Application Details



### Important Tip!

- On both the Licenses & Certification page and the Language Skills page, you must click on the magnifying glass to search for your selection.
- Click *OK* or *Apply* and *Add Another*.

### Add Licenses & Certifications

**Details**

\*License:

\*Issue Date:

12/31/2012

31

Country:

State:

☐ Renewal Required

☐ Renewal In Progress

☐ License Verified

Expiration Date:

31

License/Certification Number:

Issued By:

OK

Cancel

Apply and Add Another

### Add Language Skills

**Details**

\*Language:

\*Evaluation Date:

12/31/2012

31

Reading Proficiency:

Speaking Proficiency:

Writing Proficiency:

☐ Native Language

☐ Able To Translate

☐ Able To Teach

OK

Cancel

Apply and Add Another

5) When you are done adding information to the Additional Info section, click **Next**.

## **Complete Application: Questionnaire**

- 1) It is CRITICAL for applicants to answer all questions on the Questionnaire page. SCROLL the entire page to confirm you have answered all of the questions accurately. If you fail to complete this page and answer all questions, your application will be incomplete and may be disqualified from further consideration.
  - Some jobs may ask you to provide a written short answer response. All open-ended questions are at the bottom of the page.

Navigation: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

Tabs: [Education & Work Experience](#) [Additional Info](#) [Questionnaire](#) [References](#) [Referral Information](#)

Please provide your answers to the following questions related to this application. PLEASE NOTE: Any question with an asterisk (\*) is REQUIRED. If you fail to answer any of these required questions, your application will be incomplete and may be disqualified from further consideration.

### Application Questionnaire

\* Are you 18 years of age or older?

☐ Yes  
☐ No

\* Does your spouse, roommate, domestic partner, civil union partner, any relative of any of the foregoing, or any relative of yours work for the State of Vermont?

☐ Yes  
☐ No

\* Are you authorized to work in the United States

☐ Yes  
☐ No

\* Have you ever worked, or applied for work, for the State of Vermont under another or different name?

☐ Yes  
☐ No

### Open Ended Questions

\* Explain Convictions. If you answered "Yes" to either of the questions above regarding law violations (conviction of felony in past fifteen years and/or any violation of any law in past five years), please explain below.

Word Count Total Words:

Navigation: [Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

- 2) Check to be sure you answered all questions. Click **Next**.

## **Complete Application: References**

- 1) Click *Add Reference*.
- 2) Enter information for your references. Click *Save & Return* or *Save & Add More*.
- 3) When done with the References page, click *Next*.

[Apply Now](#)

### Complete Application

Jobs you applied for	
Posting Title	<a href="#">Remove</a>
Benefits Programs Specialist	

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Pepper's Resume [Use a Different Resume](#)

Pepper Potts  
123 Main Street  
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[Edit Profile](#)

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) [Next](#) [Print Application Details](#)

[Education & Work Experience](#) [Additional Info](#) [Questionnaire](#) **[References](#)** [Referral Information](#)

To add references to your application, select the Add References link below.

**References**

You have not added any references to your application.

[+ Add Reference](#)

[Previous](#) [Submit](#) [Save](#) [Cancel](#) [Careers Home](#) **[Next](#)** [Print Application Details](#)

[Add New Application](#)

### Add Reference

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

**Enter Reference Details**

\*Reference Type: Professional ▼

\*Reference Name:

\*Title:

Employer:

Telephone:

**Address**

Country: United States ▼

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

\* Required Field

## **Complete Application: Referral Information**

- 1) Tell us how you learned about this job opening by selecting options from the dropdown menu.
- 2) Indicate whether or not you were previously employed with the State of Vermont.
- 3) This is the final full page of the online application. To proceed to the Submit Online Application page, click *Submit*.

Previous Submit Save Cancel Careers Home Next Print Application Details

Education & Work Experience Additional Info Questionnaire References **Referral Information**

On this page please tell us how you first found out about the job you are applying for. Please use the SubSource for additional detail. If you were referred to the job from another source, you can enter details in the Specific Referral Source.

**Referral Information**

How did you learn of the job:

SubSource:

Specific Referral Source:

\*Are you a former employee:

Previous Submit Save Cancel Careers Home Next Print Application Details

## **Submit Online Application**

- 1) Complete Identification Details section. This section is **OPTIONAL**. Any information provided will **NOT** be seen by the hiring manager/supervisor. This information is for reporting purposes only.
- 2) Review the Terms and Agreements. Select I agree to these terms.
- 3) Click Submit. **You will not be able to edit your application once you click submit!**

### **Submit Online Application**

**Self Identification Details**

The State of Vermont is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, sex, color, religion, gender identity, national origin, place of birth, age, ancestry, physical or mental disability, sexual orientation, or any other factor prohibited by law.

To help the State comply with federal and state Equal Employment Opportunity record keeping and other legal requirements, we ask you to complete the following information.

Completion of this information is voluntary; not completing it will have no negative impact on your application or employment. We strongly encourage and appreciate your participation. The information you provide is confidential and will be kept separate from your other applicant information. It will be used for data reporting requirements, and will not be considered in employment decisions.

\*Gender:  Date of Birth

**Ethnic Group** Find First 1 of 1 Last

[Add Ethnic Group](#)

☐ I decline to provide my self identification details.

**Terms and Agreements**

**Direct Deposit**  
All employees of the State of Vermont are required to receive their pay by Direct Deposit. As a condition of employment, you shall take the necessary steps to receive payment by electronic deposit. (For more information, see Section 101 of Act #4 of the Legislative Acts of 2009, and Personnel Policy 12.11 - Direct Deposit).

**Tax Compliance**  
When an applicant for State employment is determined to be a finalist for a position, s/he will be provided a document to attest that s/he is in good standing with respect to all Vermont taxes due as of that date. The applicant's tax compliance will be verified with the Vermont Tax Department prior to any offer of employment. (For further information, see 32 V.S.A. Section 3113(j) and Personnel Policy 12.12 - Tax Compliance).

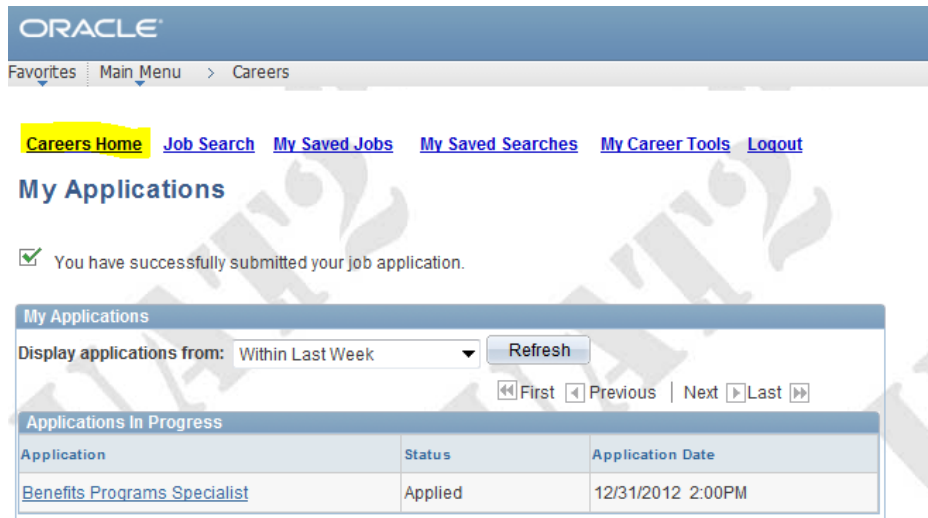
**Submission of Application**  
By submitting this application, I certify that all information I entered is correct and complete to the best of my knowledge. I understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, or dismissal if employed with the State of Vermont.

You will be notified by e-mail when we have received the application.

☒ I agree to these terms  
☐ I do not agree to these terms

Submit Cancel Return to Previous Page

Congratulations! You have successfully submitted your application.  
Click on *Careers Home* to return to your personal Career Home page.



The screenshot shows the Oracle Careers Home page. At the top is the Oracle logo. Below it is a navigation bar with links: Favorites, Main Menu, and Careers. A secondary navigation bar contains links: Careers Home (highlighted), Job Search, My Saved Jobs, My Saved Searches, My Career Tools, and Logout. The main heading is "My Applications". Below this is a confirmation message: "You have successfully submitted your job application." with a green checkmark icon. Underneath is a section titled "My Applications" containing a dropdown menu set to "Within Last Week", a "Refresh" button, and pagination links: "First", "Previous", "Next", and "Last". Below this is a table titled "Applications In Progress".

Application	Status	Application Date
<a href="#">Benefits Programs Specialist</a>	Applied	12/31/2012 2:00PM

You can track your status by logging into the Careers Home page and clicking on the Accepted/Unaccepted Applications link in the My Careers Tools section.

When looking at your job application status, Unaccepted means you started an application for a particular job opening, but did not finish the application process. *Accepted* is simply the confirmation that your application was successfully submitted for a particular job.